



The Oregon Federal Executive Board Proudly Presents

Dealing with Performance & Conduct Issues

May 11 - 12, 2006

Supervisors, managers and union officials

Are you looking for guidance to better understand the pragmatics of discipline, adverse performance ratings, the employee assistance program and new employee/supervisory probation? Then register now for this two-day seminar that will give you practical insights on how to maneuver through these delicate issues.

This seminar will help you . . .

- Know where to begin.
- Have a sensible framework for deciding when corrective action is and isn't appropriate.
- Understand the pluses and minuses of using the government's disciplinary procedures.
- Know how EEO, discipline and performance cases can be proven to judges and arbitrators.
- Be aware of how "union agreements" and labor law can affect management actions.
- Understand performance-based actions ("Unacceptable" ratings) and performance improvement plans (PIPs).
- Recognize the intent, efficiency and likely outcomes relating to termination during the probationary period.
- Know how the Employee Assistance Program works from the inside, and how to refer symptomatic employees.
- Be able to develop a "Plan of Action" that focuses on both the past and future behavior of an employee.
- Be familiar with alternative dispute resolution options and how low-cost mediation services might preclude adversarial and litigious situations.

May 11th - 12th

8:00 a.m. - 4:00 p.m.

Green-Wyatt Federal Building
1220 SW 3rd Ave., Room 322, Portland, Oregon 97204

Cost: \$275 for both days

Instructor Robbie Kunreuther is a former Labor and Employee Relations Specialist with the Department of the Navy. He also worked for the Social Security Administration. Robbie has dealt with performance and conduct issues in a large (8,000-9,000 GS and WG employee) agency, and is an author and certified mediator.

Robbie has been the Director of Government Personnel Services since 1990 and was Associate Director of the Federal Personnel Management Institute (FPMI) prior. He has presented seminars to thousands of Federal supervisors, managers, and union officials. Robbie has had to fire Federal employees and prove cases before the Merit Systems Protection Board, Equal Employment Opportunity Commission, and labor arbitrators. His classes are informative, insightful, funny, and pragmatic.

"I work in HR as a first line supervisor and I feel that you gave me a tremendous insight into disciplinary actions and performance issues that I did not receive with my tenure and training in HR. Your style and background (stories/history) add a touch of reality to your class that was very helpful."

TO REGISTER: Go to www.oregon.feb.gov to enroll directly online. If you have problems with the registration or questions about the series, contact Ron Johnson at rjohnson@pcez.com or 503-326-2060. Class is limited to thirty participants, so don't delay!

